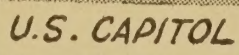


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for

RURAL ELECTRIC CO-OPS



MARCH 20-25, 1950

U. S. DEPARTMENT OF AGRICULTURE

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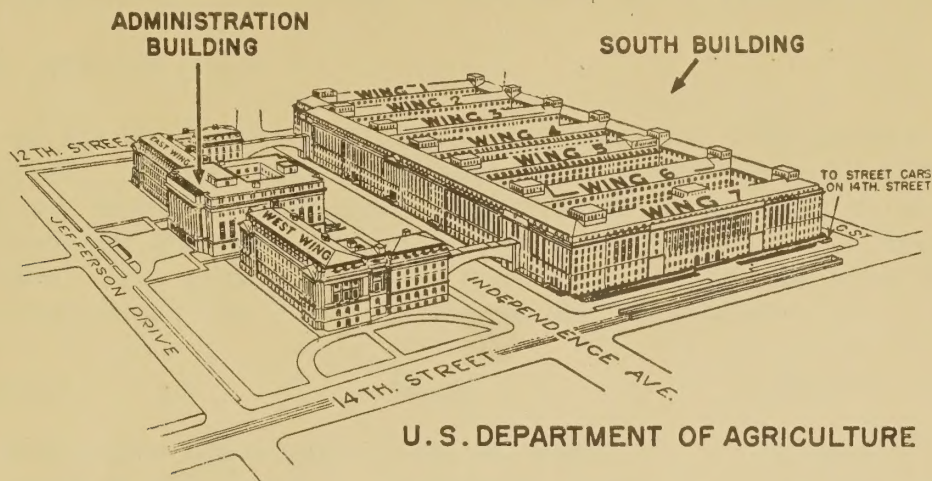
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CONFERENCE DATES

The conference will be held continuously each day from March 20 through March 24. For those who are interested, an extensive tour to historic points of interest will be conducted on March 25.

WHERE TO GO



The Management Conference will be held in the Department of Agriculture buildings, which are presented in the sketch above. The USDA buildings are located on Independence Avenue, between 12th and 14th Streets, S.W., about six blocks south of your hotel. Bureau of Engraving streetcars boarded on 14th Street will take you to the buildings.

REGISTRATION

All board members and managers attending the conference should register in room 218-A, located on the second floor of the central part of the Administration Building, between 8:30 and 9:30 a.m., on Monday. If for any reason you are not registered at this time, please do so at the earliest opportunity.

HOW TO FIND ROOMS

Any office in the South Building may be located by using the following information: Each room has a 4-figure number. The first figure indicates the floor; the second figure indicates the wing; the third and fourth, the room number (where 0 appears as the second of the four figures, this denotes the corridor at the front of the building parallel to Independence Avenue; where 8 or 9 is the second figure, the corridor at the back of the building parallel to C Street is indicated). For example, room 2316 is located on the second floor, third wing. The Administrator's offices are in rooms 215-E and 217-E, on the second floor of the East Wing of the Administration Building.

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CAFETERIAS

Lunch is available from 11 to 2 in three cafeterias on the sixth floor, South Building. Take elevator on C Street side of building at 4th or 6th wings, or on Independence Avenue side at 5th wing.

REST ROOMS

In the South Building, rest rooms are at the end of the wings on each floor. In the Administration Building, there are rest rooms off the east and west sides of the balcony on the second floor.

INTERVIEWS WITH REA STAFF

Time is available for individual appointments with members of the REA staff. Please make arrangements with the regional office secretary after your regional inter-division meeting on Monday afternoon or Tuesday forenoon. After appointments are made, the secretary will give you a card notifying you of the time and place of interviews. The division chiefs are as follows:

<u>Division</u>	<u>Chief</u>	<u>Room</u>	<u>Phone</u>
Administrative Services	John W. Scott	4308-S	6148
Applications and Loans	Arthur W. Gerth	3307-S	6183
Engineering	J. K. O'Shaughnessy	2006-S	6245
Finance	J. F. Marion	2801-S	3318
Information Services	Kermit O. Overby	2844-S	5606
Management	I. Thomas McKillop	1229-S	3837
Personnel	John W. Asher, Jr.	4037-S	2734
Power	J. B. McCurley	1248-S	5540
Technical Standards	J. E. O'Brien	4332-S	4731
Office of the Solicitor	K. Wilde Blackburn	2041-S	5148

SIGHTSEEING TRIP

If enough people are interested, a private bus with guide will leave the Raleigh Hotel at 8 a.m. on Saturday, March 25, to visit: Franciscan Monastery, Supreme Court Building, Congressional Library, U. S. Capitol, Lee's Home, Tomb of the Unknown Soldier, Mt. Vernon, passing other points of interest such as White House, Georgetown, Ft. Meyer, Arlington Cemetery, Alexandria, Washington Monument, National Airport, Lincoln Memorial, Jefferson Memorial and the National Zoological Park. Tour ends 5 p.m. Price about \$2.00, depending on number participating. Secure tickets from conference secretaries at time of registration.

PARKING

Since the conference rooms are within walking distance of your hotel and since parking space is very scarce, it is suggested that you do not attempt to use a car to get to the meetings.

WELCOME TO THE CONFERENCE

As a board member or manager of an REA-financed cooperative, you are cordially welcomed to this Management Conference. REA invites you to participate wholeheartedly in the discussions. Ask questions and speak up to tell about your experiences or problems which will help bring out useful information for the benefit of all who are attending. Please precede your remarks by giving your name, co-op designation and whether you are a manager or a board member. Most of the topics on the program will be discussed in small group meetings. We feel sure that a great deal of benefit will be derived by all of us from a full exchange of views on our common problems.

ALL SESSIONS WILL START PROMPTLY. PLEASE BE ON TIME.

PROGRAM FOR MANAGEMENT CONFERENCE

Monday, March 20 through Saturday, March 25

MONDAY FORENOON, MARCH 20

8:30- 9:30 Registration (Conference Room 218-A)

9:30-12:00 General Session - Claude R. Wickard, Administrator, presiding
(Conference Room 218-A)

9:30-10:10 "Power in the Hands of Rural America" - Claude R. Wickard

10:10-10:25 Recess

10:25-11:30 "Services Available to REA Borrowers," Panel Discussion,
Claude R. Wickard, Discussion Leader

Panel Members:

Arthur W. Gerth, Chief, Applications and Loans Division
J. K. O'Shaughnessy, Chief, Engineering Division
Joseph F. Marion, Chief, Finance Division
I. Thomas McKillop, Chief, Management Division
James B. McCurley, Chief, Power Division
K. Wilde Blackburn, Associate Solicitor in charge of
Rural Electrification

11:30-12:00 Conference Arrangements - John W. Asher, Jr., Chief,
Personnel Division

MONDAY AFTERNOON, MARCH 20

2:00- 5:00 Regional Inter-Division Meetings: Each co-op will have an appointment to meet with four regional heads jointly on either Monday afternoon or Thesday forenoon. A representative of the Power Division will participate as necessary. On completion of each regional inter-division meeting, the co-op president and manager will make arrangements with the regional office secretary for appointments desired with members of the REA staff.

For Those Who Do Not Have Appointments Scheduled Monday Afternoon:

2:00- 5:00 "Duties and Responsibilities of Co-op Board and Staff,"
Panel Discussion, Room 4045-S*, I. Thomas McKillop,
Chairman.

Panel:

Udo Rall - - - - - Board of Directors
F. Allen Vardy - - - - - Manager and Office Manager
Percy H. Keneipp - - - - - Bookkeeper
Chris Schultz - - - - - Project Engineer and
Line Foreman
George Dillon - - - - - Educational Adviser
Norman Plotka - - - - - Project Attorney

Managers and board members are encouraged to participate in this discussion.

TUESDAY FORENOON, MARCH 21

9:00-12:00 Repetition of Monday afternoon program, as follows:
Continuation of joint meetings between individual co-ops and four regional heads, as per scheduled appointments. On completion of each joint meeting, the co-op president and manager will make arrangements with the regional office secretary for appointments desired with members of the REA staff.

For Those Who Do Not Have Appointments Scheduled Tuesday Forenoon:

9:00-12:00 "Duties and Responsibilities of Co-op Board and Staff,"
Panel Discussion, Room 4045-S, I. Thomas McKillop,
Chairman.

(Same panel members as above.)

* The letter "S" after a room number indicates the South Building.

TUESDAY AFTERNOON, MARCH 21

1:15- 3:00 General Session, (Conference Room 218-A)

1:15- 2:15 Power Problem, -- William C. Wise, Assistant
Administrator, presiding

(a) "Power Procurement," George Ball

(b) "Preloan Engineering for Power Loans," Milton A. Chase

(c) Group Discussion

2:15- 3:00 The Importance of Effective Work with the Members, --
George W. Haggard, Deputy Administrator, presiding

Identification of Major Membership and Community Relations
Problems by Managers and Board Members. Kermit Overby,
Chief, Information Services Division, Discussion Leader

3:10- 4:30 Group Discussions. The managers and board members will
divide into groups to discuss solutions to the member-
ship and community relations problems identified at the
above general session. Room numbers for these meetings
will be announced at the general session. After group
discussions, reporters selected by the respective groups
will prepare outlines summarizing major solutions
developed and will present brief summaries at Wednesday
afternoon general session.

4:30- 5:30 Individual Appointments

WEDNESDAY FORENOON, MARCH 22

9:10-11:10 Engineering Divisional Meeting. Co-op representatives will
meet with respective regional construction engineers, as
follows:

<u>Region</u>	<u>Regional Head</u>	<u>Room</u>
1	A. R. Colburn	2205-S
2	J. H. Scoltock	2212-S
3	G. H. Cole	2225-S
4	W. L. Woehler	2235-S
5	H. B. Lee	2233-S
6	R. L. Zook	2241-S
7	R. E. Cole	2246-S
8	J. H. Rixse	2845-S
9	W. H. Eastman	2815-S
10	E. A. Wright	2837-S

WEDNESDAY, MARCH 22 - FORENOON SESSION (Continued)

Program for Meetings with Regional Heads

Cooperatives' responsibilities in relation to:

Engineering

- a. Selection of System Engineer
- b. System Study
- c. Approval of Plans and Specifications
- d. Preparation of Work Orders
- e. Performance of System Engineer

Construction

- a. Approval of Bids.
- b. Easements
- c. Scheduling Construction
- d. Methods of Construction
- e. Costs of Construction
- f. Close Out Documents
- g. Purchase of Materials
- h. Payments to Contractors, System Engineers, and Material Suppliers

Use of Engineering Memoranda

Questions from Cooperatives for Discussion

11:10-12:20 Individual Appointments

Those Board Members Who Do Not Have Individual Appointments are Invited to Participate in the Following Discussion:

"Directors' Clinic on Co-op Problems." Room 4045-S
Udo Ball, Discussion Leader. Other staff members participating: George J. Long, Management Division, and D. Morrison Neely, Office of the Solicitor.

(Directors are invited to present specific problems to the panel members in advance, so that problems may be discussed without identifying the director and co-op.)

WEDNESDAY AFTERNOON, MARCH 22

1:30- 4:30 General Session, George Haggard, Deputy Administrator, presiding (Conference Room 218-A)

1:30- 2:30 Reports on Membership Education and Community Relations Problems by Reporters of Tuesday Afternoon Group Discussions. (About 5 minutes will be allowed for each report)

Open Discussion on Reports

WEDNESDAY, MARCH 22 - AFTERNOON SESSION (Continued)

2:30- 2:45 Recess

2:45- 4:30 Technical Standards Divisional Meeting, J. E. O'Brien,
Chief, Technical Standards Division, Discussion Leader

- (a) "Services to Borrowers through the Technical Standards Division," J. E. O'Brien
- (b) "Problems and Developments in Electro-Agriculture,"
J. P. Schaenzer
- (c) "Problems and Developments in Rural Power Systems,"
J. F. Atkinson

4:30- 5:30 "Capital Credits," Panel Discussion, William C. Wise,
Assistant Administrator, Chairman (Conference
Room 218-A)

Panel Members:

Phillip W. Voltz, Applications and Loans Division
Leslie Surginer, Finance Division
Udo Rall, Information Services Division
Edward F. Wilson, Management Division
D. Morrison Neely, Office of the Solicitor

(For representatives of co-ops which have questions
regarding the Capital Credits Plan.)

4:30- 5:30 Individual Appointments (For co-op representatives who
do not attend Capital Credits discussion)

THURSDAY FORENOON, MARCH 23

9:15-12:00 Applications and Loans Divisional Meetings

9:15-10:30 Representatives from co-ops in regions 1 through 5
will attend meeting in Room 4045-S.

Theme - "Cooperative Education and Power Use,"
George E. Dillon, presiding

- (a) Objectives and Purposes
- (b) Example
- (c) Group Discussion

THURSDAY, MARCH 23 - FORENOON SESSION (Continued)

9:15-10:30 Co-op representatives from regions 6 through 10 will meet with respective regional heads as follows:

<u>Region</u>	<u>Regional Head</u>	<u>Room</u>
6	E. Frank Renshaw	3844-S
7	William P. Nixon	3321-S
8	Elbert E. Karns	3843-S
9	Allan S. Arness	3330-S
10	Richard F. Richter	3349-S

Program For Meetings With Regional Heads

Discussion: (a) Applications
(b) Work Orders
(c) Budget Preparation and Budget Item Transfers
(d) Load Studies
(e) Acquisitions
(f) Right-of-Way Easements
(g) Boundaries
(h) Other Questions Submitted by Cooperatives

10:45-12:00 Representatives from co-ops in regions 6 through 10 will attend meeting in Room 4045-S.

Theme - "Cooperative Education and Power Use,"
George E. Dillon, presiding

- (a) Objectives and Purposes
- (b) Example
- (c) Group Discussion

10:45-12:00 Co-op representatives from regions 1 through 5 will meet with respective regional heads as follows:

<u>Region</u>	<u>Regional Head</u>	<u>Room</u>
1	Kenneth N. Hardy	3839-S
2	Harold F. Clark	3341-S
3	William H. Callaway	3346-S
4	Julius J. Ausen	3339-S
5	Noble D. Wrinkle	3329-S

THURSDAY, MARCH 23 - FORENOON SESSION (Continued)

Program For Meetings With Regional Heads

- Discussion:
- (a) Applications
 - (b) Work Orders
 - (c) Budget Preparation and Budget Item Transfers
 - (d) Load Studies
 - (e) Acquisitions
 - (f) Right-of-Way Easements
 - (g) Boundaries
 - (h) Other Questions Submitted by Cooperatives

THURSDAY AFTERNOON, MARCH 23

1:15-4:00 Management Divisional Meetings:

1:15-2:30 Representatives from co-ops in regions 1 through 5 will attend meeting in Room 4045-S.
Group Discussion, I. Thomas McKillop, presiding:

- (a) Cooperative Relationships
- (b) Cooperative Organization
- (c) Cooperative's General Management
- (d) Cooperative's Operating Management
- (e) Cooperative's Office Management

1:15-2:30 Co-op representatives from regions 6 through 10 will meet with respective regional heads as follows:

<u>Region</u>	<u>Regional Head</u>	<u>Room</u>
6	George J. Long	1208-S
7	George A. Johnston	1212-S
8	R. L. Shangraw	1216-S
9	Russell O. Adams	1222-S
10	F. R. Hamlin	1240-S

Program For Meetings With Regional Heads

- Discussion:
- (a) Headquarters' Facilities
 - (b) Two-Way Radio
 - (c) Operating Reports and Budgets
 - (d) Insurance
 - (e) Rates
 - (f) Group Purchase
 - (g) Labor Relations and Safety
 - (h) Plant Procurement Orders
 - (i) Capital Credits
 - (j) Amortization of Payout of Loan

THURSDAY, MARCH 23 - AFTERNOON SESSION (Continued)

2:45-4:00 Representatives from co-ops in regions 6 through 10 will attend meeting in room 4045-S.

Group Discussion, I. Thomas McKillop, presiding:

- (a) Cooperative Relationships
- (b) Cooperative Organization
- (c) Cooperative's General Management
- (d) Cooperative's Operating Management
- (e) Cooperative's Office Management

2:45-4:00 Co-op representatives from regions 1 through 5 will meet with respective regional heads as follows:

<u>Region</u>	<u>Regional Head</u>	<u>Room</u>
1	Robert S. Broderick (Acting)	1230-S
2	Joseph H. McCombs	1219-S
3	Hubert Wales	1225-S
4	Edward Wilson	1239-S
5	H. A. Whittle	1202-S

Program for Meetings with Regional Heads:

- Discussion:
- (a) Headquarters' Facilities
 - (b) Two-Way Radio
 - (c) Operating Reports and Budgets
 - (d) Insurance
 - (e) Rates
 - (f) Group Purchase
 - (g) Labor Relations and Safety
 - (h) Plant Procurement Orders
 - (i) Capital Credits
 - (j) Amortization of Payout of Loan

4:15-5:30 Meetings of Co-op Representatives to Discuss Special Co-op Problems

- (a) Co-op representatives from regions 1 through 5 will meet in Room 4045-S. Co-op representatives from regions 6 through 10 will meet in Room 3106.
- (b) Only co-op representatives will attend these meetings.
- (c) Each group will elect own chairman and secretary.
- (d) The REA will appreciate having each group make any suggestions concerning the relations of REA with borrower co-ops, REA procedures, or any other phase of the rural electrification program. Questions might also be formulated with reference to any subject which has not been discussed at the conference.
- (e) After meetings chairmen and secretaries of respective groups will prepare outlines summarizing major points developed and chairmen will present brief reports at Friday afternoon general session.

FRIDAY FORENOON, MARCH 24

9:15-11:30 Finance Divisional Meeting. Co-op representatives will meet with respective regional heads, as follows:

<u>Region</u>	<u>Regional Head</u>	<u>Room</u>
1	K. L. Culver	2202-S
2	Floyd Kneisly	2208-S
3	Bernard Loving	2226-S
4	Elton Bennett	2220-S
5	D. W. Baker	2234-S
6	Robert A. Stein	2232-S
7	Howard C. Paine	2240-S
8	Jos. P. Flannery	2843-S
9	H. H. Shipp	2809-S
10	Stephen Hotsko	2829-S

Program for Meetings with Regional Heads:

- (a) Requisitioning and Accounting for REA Loan Funds.
- (b) Suspense Accounts.
- (c) Capital Credits Accounting.
- (d) What a Good Bookkeeper Means to the Borrower.
- (e) REA and CPA Audit Program.
- (f) Billing and Collections - Loan Repayment.
- (g) Problems Peculiar to the Region.

11:30-12:30 Individual Appointments

FRIDAY AFTERNOON, MARCH 24

1:30-4:15 General Session (Conference Room 218-A)

1:30-2:15 "Rural Telephone Program," George Haggard,
Discussion Leader

2:15-4:00 Reports on Special Co-op Problems by Chairman of
Thursday Afternoon Meetings - Claude R. Wickard,
presiding

4:00-4:15 Closing Remarks

4:15-5:15 Individual Appointments

SATURDAY, MARCH 25

Tour of National Capital

REGIONAL HEADS

<u>REG.</u>	<u>DIV.</u>	<u>HEAD</u>	<u>ROOM</u>	<u>PHONE</u>
1	A&L	K. N. Hardy	3839	5971
1	Eng.	A. R. Colburn	2205	6207
1	Fin.	K. L. Culver	2202	5250
1	Mgmt.	R. S. Broderick (Acting)	1230	4222
2	A&L	Harold F. Clark	3341	5727
2	Eng.	John H. Scoltock	2212	5204
2	Fin.	Floyd Kneisly	2217	2712
2	Mgmt.	J. H. McCombs	1219	3621
3	A&L	Wm. H. Callaway	3346	6108
3	Eng.	G. H. Cole	2225	5785
3	Fin.	Bernard Loving	2226	2751
3	Mgmt.	Hubert Wales	1225	4667
4	A&L	Julius J. Ausen	3339	5233
4	Eng.	W. L. Woehler	2235	3283
4	Fin.	Elton Bennett	2220	4689
4	Mgmt.	Edward F. Wilson	1239	4662
5	A&L	Noble D. Wrinkle	3329	5175
5	Eng.	H. B. Lee	2233	3173
5	Fin.	D. W. Baker	2234	4721
5	Mgmt.	H. Whittle	1202	3607
6	A&L	E. Frank Renshaw	3844	5986
6	Eng.	R. G. Zook	2241	5675
6	Fin.	R. A. Stein	2232	5719
6	Mgmt.	G. J. Long	1208	3618
7	A&L	Wm. P. Nixon	3321	5695
7	Eng.	R. E. Cole	2246	6178
7	Fin.	H. C. Paine	2240	6313
7	Mgmt.	G. A. Johnston	1212	4012
8	A&L	E. E. Karns	3843	6151
8	Eng.	J. H. Rixse	2845	5677
8	Fin.	Jos. P. Flannery	2843	3863
8	Mgmt.	R. L. Shangraw	1216	4291
9	A&L	Allan S. Arness	3330	6144
9	Eng.	W. H. Eastman	2815	2775
9	Fin.	H. H. Shipp	2809	5078
9	Mgmt.	Russell O. Adams	1222	4512
10	A&L	Richard F. Richter	3349	5166
10	Eng.	E. A. Wright	2837	3161
10	Fin.	Stephen Hotsko	2829	6078
10	Mgmt.	F. R. Hamlin	1240	4583
Asst. Chief, Power Division		John M. Duncan	1248	2148
Asst. Chief, Power Division		Milton A. Chase	1242	6053
Power Procurement		George Ball	0338	3855
Operations & Maintenance		Gustave Helmholz	1263	3811

Conference Reception Room 215-A

Ext. 4413-4414

If calling from OUTSIDE, dial RE 4142, and ask for any REA or USDA extension.

